# NOVOTEL

HOTELS & RESORTS

MANILA ARANETA CENTER



From: Wincel Ong

Hotel name: Novotel Manila Araneta Center

Address: General Aguinaldo Avenue, Araneta Center

Quezon City, 0810

Tel: +632 990 7888

Mobile: +63 639988418973

Email: h7090-sb3@accor.com

To: Rochelle Ann San Pedro

Company name: Philippine Health Insurance Corporation

Address: Citystate Centre

709 Shaw Boulevard Mandaluyong City Philippines

Tel: +63 2 441 7144 loc. 7417

Mobile:

Email: cormar.phic@gmail.com

Date: June 1, 2016

Reference: Novotel Manila Event Contract for Philhealth Forward

Dear Ms. San Pedro,

Thank you for your interest in Novotel Manila Araneta Center as the venue for your event.

Meeting@Novotel is the Novotel brand promise of ensuring great meeting experiences with top-of-the-line services and well-equipped meeting facilities furnished with cutting-edge technology. Meeting@Novotel offers consistent quality that guarantees the success of all meetings and functions.

Novotel hotels are committed to offering tailored services that help guests achieve successful meetings. Hotels provide dedicated coordinators for events and offer innovative breaks and leisure activities to accommodate meeting delegates. Along with creating ideal solutions for all types of meetings, Novotel hotels are committed to providing the best hospitality experience to all customers, whether they are visiting for business or leisure. At Novotel Manila Araneta Center, our professional and creative team of event planners overseen by an expert Event Manager, are on-hand to ensure a flawless affair from start to finish. This team, along with innovative technology, beautifully appointed venues and meeting spaces, and sublime catering options, guarantees an unparalleled occasion.

Novotel Manila Araneta Center is located in the center of Quezon City's premier leisure and entertainment district. Fifteen kilometers away from the airport, the Hotel is close to where you want to be—a few steps away from major thoroughfares, transit stations, the award-winning Gateway Center and SMART Araneta Coliseum. Novotel Manila Araneta Center features a grand ballroom capable of hosting 1,000 guests, as well as seven meeting spaces to your suit your and your guests' needs. Our 2,500-square meter event garden can also be transformed into a casual gathering space to allow you and your guests unwind after a busy day.

The following offer is based on your current requirements, but can easily be adjusted or changed to your needs.

I do look forward to assisting you in making this important event memorable.

Events Sales Executive

Wincel C

NOVOTEL MANILA

## **Event Summary**

Preferred dates: June 17, 2016

Meeting room requirements: Round Table Set-Up for 300 Persons

Number of participants: 300 persons

# **Hotel Event Meeting Space and Venue**

Date	Timing	Event Name	Event Type	Location	Set up Format	Number of Persons	Price per Person	Total
June 17, 2016	9:00 AM - 5:00 PM	Philhealth Forward	Meeting	Monet Ballroom 2 and 3	Banquet	300	1,500	450,000.00

Total with Service Charge and Tax

450,000.00

Concession: One Complimentary Overnight Stay in a Superior Room

**Event Inclusions, Commercial Terms and Conditions:** 

Prices: All prices are inclusive of 10% service charge, 12% Vat and 1.75% government tax effectively a total of 23.925%

Room Hire Charges: are based on your current accommodation, catering and event requirements. Any shortfall in Food and Beverage spend will be charged as room rental

Commission: Rates are non-commissionable

24 hour Hold: Unless a 24-hour hold is made on the event space, the Hotel reserves the rights to dismantle the meeting set-up, and allocate space to other clients during non-use hours.

Space Reservation: No space will be blocked until a written request is received and a contract has been issued by the hotel to confirm availability

Definition of Guaranteed number and event attrition and cancellation terms: The Hotel reserves the right to apply a surcharge or re-quote on said business if number of attendees or function space increases or decreases from the signed contract.

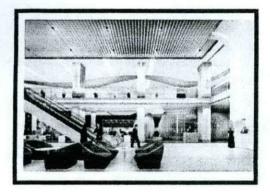
Deposit requirement: 50% deposit required to reserve the space

Conditions for adding to the guaranteed numbers: The Hotel does not guarantee catering for increases of more than 10% of the guaranteed number of guests, although every effort will be made to meet the event requirements. Last minute increases or additional food orders may be based on chef's recommended menu.

Further, should the actual number of persons exceed the guaranteed attendance; menu price per succeeding person will be subject to 10% increase.

NOVOTEL HOTELS & SESSORTS

# Catering



## Corporate Day Package

Whole Day Meeting Package

Php1,500.00nett

Morning Coffee Break, Plated Lunch, Afternoon Coffee Break



## Complimentary Inclusions

- Free Flowing Freshly Brewed coffee and tea
- Conference pads, pencils, and flipchart with markers
- Mints for all participants
- WIFI internet access in the meeting room
- Whiteboard
- Flipchart with markers

# **Audio-Visual Requirements**

PA 1 System

Php 3,000 ++

(1 pair powered speaker with stand; 1 unit studio mixer 6 input; 3 units microphone with stand 1 unit CDJ/DVD / Mp3player)

Php 4,000++

(2 pairs powered speaker with stand; 1 unit studio mixer 6 input; 4 units microphone with stand 1 unit CDJ/DVD/Mp3player)

Php 6,000++

(3 pairs powered speaker; 1 unit studio mixer 6 input; 4 units Microphone with stand; 2 units CDJ/DVD/Mp3 Player)

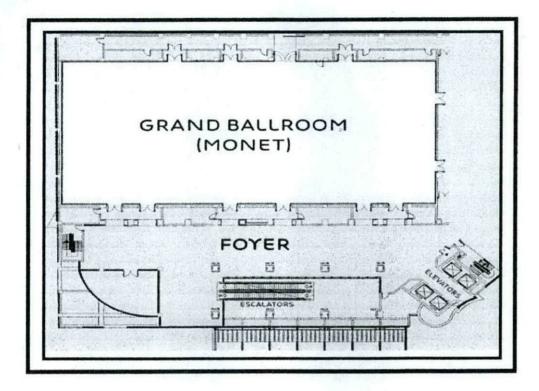
PA 4 System

Php8,000 ++

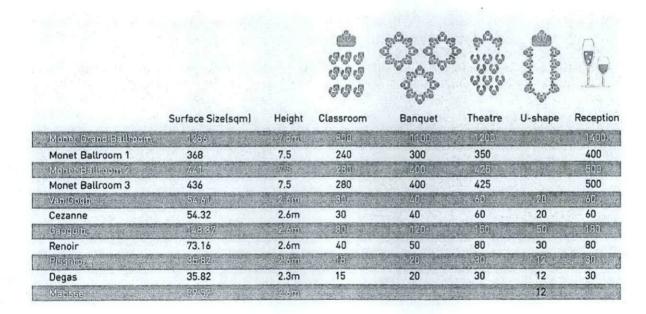
(4 pairs powered speaker, 1 unit studio mixer 6 input; 4 units microphone with stand;

2 units CDJ/DVDMp3 player)

## Floor Plan



## **Meeting Room Capacity**





# Le Club Accorhotels Meeting Planner



For this Meeting, your Le Club Accorhotels Meeting Planner membership will earn you:

- Hotel e-vouchers for individual stays
- Hotel e-vouchers for future stays
- Immediate reduction of 40€ or Php20,000.00 on your bill
- Airline points: 2,000 miles to be converted with 22 airline companies
- Vouchers for partner companies: Club Med, Europear and Le Notre
- 40€ or Php20,000.00 donation to charity

Based on the quoted total scheduled cost of

Number of Le Club AccorhotelsMeeting Planner points

: Php 363,123.00

: 3,026 points

\* Points maybe redeemed for Accor Gift Cards in denominations of Euro 40 | #redemption value is approximate and may vary with changes in the conversion rate.

Would you like to become a Le Club Accorhotels Meeting Planner Member?

YES I have read and understand the Terms and Conditions

☐ Not at this time





Evant Name: Philippuls Februard: Page: 5

# **Event Confirmation**

The details quoted in this proposal are correct at the time of writing and based on our understanding of the needs of successful corporate meetings and of your own specific requirements.

This proposal is valid until **June 03, 2016**, unless extended by mutual agreement in writing and implies no formal commitment by the hotel to hold space during this time or provide services.

Meeting and Venue Requirements Php 450,000.00

Estimated total Php 450,000.00

Full Payment thru send bill arrangement. Certificate of Availability of Funds and Letter of Guarantee to be given on or before June 3, 2016

I have read and understood the Venue and Accommodation Hire Conditions and guarantee payment of the relevant charges for the above named event.

Signed for and on behalf of the above named company and client by:

Name: Rochelle Ann San Pedro

Date: June 1, 2016

Position: OIC - Senior Manager Corporate Marketing Department

Company: Philippine Health Insurance Corporation

Signature:

After the Hotel acknowledges receipt of the above Event Confirmation, along with the Terms and Conditions and Payment Confirmation Form – a booking will be created and held tentatively. Upon finalization of the NON-REFUNDABLE deposit, function and accommodation space will be guaranteed as a definite event.

Once signed and completed, please return via email h7090-sb3@accor.com

I will contact you again within a few days to discuss this proposal further; however, if I can be of any assistance in the interim, I encourage you to contact me directly on Tel: +63 2 990 7888 or Email: h7090-sb3@accor.com. I look forward to speaking with you soon.

Kind Regards

Wincel Ong

**Events \$ales Executive** 

Novotel Manila Araneta Center

Signed for and on behalf of the hotel:

Bernd Schneider

General Manage

Novotel Manila Araneta Center

JUN 0 2 2016

for







# **ACCOR Meeting & Events Terms & Conditions**

#### 1/PARTIES

This contract is made between Araneta Hotels Inc. trading as Novotel Manila Araneta Center located at Gen Aguinaldo avenue Araneta Center Cubao 1009 Philippines, hereinafter referred to as the "Hotel", represented by Bernd Schneider, General Manager and the Client Philippine Health Insurance Corporation, located at Citystate Centre

709 Shaw Boulevard Mandaluyong City Philippines represented by Ms Rochelle Ann San Pedro , OIC - Senior Manager Corporate Marketing Department

In the event that this document is signed in the name of a company the signatories recognized they have full authority to sign the contract.

#### 2/ SUBJECT

The Hotel undertakes to provide the Client with services described in the attached proposal, and the Client undertakes to pay for these services, in accordance with the conditions set out below. These Terms & Conditions and the attached proposal constitute the entire agreement of the parties and shall supersede all prior discussions, negotiations and agreements in relation to the subject hereof.

#### 3/ CONFIRMATION

Upon confirmation of the booking by the Client, the Terms & Conditions and the proposal must be signed and returned to the Hotel by 2016-06-03. A non-refundable deposit of minimum 50% of the global amount of the booking is required at that time, as per section 4 below. The Hotel reserves the right to cancel the booking and allocate the venue to another client if the deposit has not been paid.

- 3.1 All confirmations for accommodation must be in writing.
- 3.2 The Hotel will require a credit card imprint from each guest upon check in to cover any additional charges, i.e. mini bar, in-house video, telephone, etc. that are the responsibility of the guest. If the guest requests to pay by cash, the Hotel will require a Php 3,000 per day cash deposit on check in, the balance of which will be refunded on check out.

#### 4/ DEPOSIT

For groups: Global amount including accommodation paid totally by the Client

- 4.1 To maintain your booking, a minimum deposit of 50% of the Estimated Function and Accommodation Charge, whichever is the greater, is required within seven (7) Business Days from the date the contract is signed and confirmed.
- 4.2 A further deposit of 50% of the Estimated Function and Accommodation Charge is required on <u>07 June 2016</u>.
  The Hotel reserves the right to request full prepayment when either the accommodation or function falls over periods of high demand.

#### 5/ PAYMENT

BILLING PROCEDURES: (please mark )	with an X where applicable)	
The state of the s	Group Master Account	Individual / Participant Account
Room &Tax		
Breakfast		
Minibar		
Room service		
Telephone		
Laundry&Vallet Service		
Porterage		
Other expenses		

All expenses occurred during the event will be settled by cash or credit card arrangement upon group departure. Any additional charges incurred will also be the reasonability of the Client. Bills of exchange and foreign cheques are not accepted as means of payment.

- 5.1 Final payment to the Hotel for both conference and catering and accommodation may be settled:
- a) By cash fourteen (14) days prior to the event
- b) Credit Card All major credit cards are accepted. Note a photocopy of the credit card (front and back) is required.
- 5.2 When using credit cards for security deposits or other payments, a Hotel Credit Card Authorization form must be completed. In the event that a client nominates to settle an account in full by credit card, the Hotel reserves the right to execute pre-authorization on the nominated credit card for the value of the Estimated Function Charge forty-eight (48) hours prior to commencement of the event.

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- 5.3 Advantage Plus privileges do not apply to the conference, catering and accommodation bookings.
- 5.4 Frequent Flyer points are not awarded for conference, banquet and accommodation bookings.

#### 6/ FUNCTION DETAILS AND INSTRUCTIONS

- 6.1 All function details and instructions are not confirmed until such time as the Hotel receives them in writing.
- 6.2 Hotel reserves the right to apply a surcharge or re-quote on said business if number of attendees or function space increases or decreases from the signed proposal or contract.
- 6.3 The Hotel must receive in writing at least two (2) weeks before the function, particulars of the event including, but not limited to: venue requirements, beverages, menus, entertainment, technical requirements, room set ups, starting and finishing times, set up and break down times.
- 6.4 The Guaranteed Number of Guests attending a function is required by 10.00am three (3) clear Business Days prior to the event for catering and billing purposes. Should a Guaranteed Number of Guests not be received, the attendance indicated on the Banquet Event Order will be taken as final.
- 6.5 The Hotel does not guarantee catering for increases of more than 20% of the Guaranteed Number of Guests, although every effort will be made to meet the catering requirements.
- 6.6 If the number of guests attending the function differs by more than 20% from the number of persons notified to the Hotel pursuant to paragraph 7.3, the Hotel may review the price charged for catering and may relocate your event to an alternative function room within the Hotel.
- 6.7 You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior permission is granted by the Hotel. The Hotel can provide a Do's and Don'ts listing for display stands, exhibition materials, set up/break down, etc.
- 6.8 The Hotel reserves the right to book additional functions in adjoining rooms with notification to existing clients. All foyer areas are open planned and no client has sole use of the pre-function areas.
- 6.9 Entertainment can be arranged by the Hotel for your function, however the Hotel cannot be held responsible for the performance of the subcontractor.
- 6.10 All Audio Visual requirements are available for hire through Hotel's onsite provider
- 6.11 No signage or promotional pieces may be erected without written prior approval by the hotel management

#### 7/ PACK UP AND BREAK DOWN

A period of 2 hours before and 1 hour after the agreed event time is allocated for the purpose of setting up and breaking down of any event. If more than the given time is required, then room hire will be applicable on an hourly, half day or full day basis.

#### 8/ CANCELLATION

#### For individuals

Up to 15 days before the event, the penalty fees shall be equal to the deposit amount paid (1 night or 1 day delegate rate). Between 14 days and the event date, the penalty fees shall be equal to 100% of the individual total amount booked. In case of no shows: deposits are not refunded.

#### 9/ CHANGES

In case of no availability from the Hotel, the latter may partially or fully relocate participants in nearest nearby hotel, of an equivalent category, without any price supplement.

#### 10/ INSURANCE

The Hotel is covered by an insurance policy covering its activity. The hotels and managed hotels are directly insured by the companies owning these hotels.

The Client shall be liable for any property damage and/or personal injury caused by itself or by the participants in the Hotel. Moreover, the participants must observe the procedures implemented in the Hotel and, in particular, regulations relating to fire safety, procedures relating to depositing objects in the safe, etc. and may not claim compensation for the loss sustained in event of non-compliance with said procedures.

#### 11/ FORCE MAJEURE

If either the Client or the Hotel is affected by a force majeure event (event beyond the Parties' control such as act of war, natural disaster, fire, flooding ...), it shall forthwith the other party of the nature and extent thereof. Neither party shall be deemed to be in breach of this contract, or otherwise be liable to the other, by reason of any delay in performance, or non-performance, of any of its obligations her sunder to the extent that

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such delay or non-performance is due to any force majeure event, notified to the other party; and the time for performance of such obligation shall be extended accordingly.

Unless otherwise agreed between the parties, if the force majeure event persists for more than thirty (30) days, either party may terminate this contract upon a thirty (30) days notice in writing.

#### 12/ LIMITATION OF LIABILITY

Neither Party shall be liable to the other by reason of any representation or any implied warranty, condition or other term or in tort (including negligence) or any duty at law, or under the express terms of this Agreement for any indirect or consequential loss or damage, or for any monetary or economic loss or for any loss of profit, loss of uses, loss of contracts, loss of business, depletion of goodwill, costs, expenses or claims for consequential compensation whatsoever which arise out of or in connection with this Agreement. Nothing in this Agreement excludes or limits either Party for death or personal injury caused by that Party's negligence or fraudulent misrepresentation.

In no case shall the Hotel's liability exceed the global amount actually paid to the Hotel by the Client.

## 13/ APPLICABLE LAW

This agreement is governed by and is to be constructed in accordance with the laws of the Philippines. The parties irrevocably agree that the commercial court in which jurisdiction the Hotel is located will have exclusive jurisdiction to settle any dispute which may arise out of or in connection with this contract.

Any modification of this contract is valid only in writing if signed by the legal representatives of both parties.

n witness whereof, each party hereto has caused this contract to be executed in duplicate, by its duly authorized representative.

Bernd Schneider

General Manager

Rochelle Ann San Pedro

OIC - Senior Manager Corporate Marketing Department

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